



FACILITIES AND GROUNDS MAINTENANCE JOB FAMILY

CAREER PATH

Maintenance/Grounds Worker

First-level vocational position accountable for performing basic manual tasks that can be learned with short on-the-job training (e.g., picks up and bags litter, moves materials from one location to another). An employee in this position will perform custodial duties involving the cleaning of state offices or facilities. Tasks performed require the use of basic hand tools and operation of small equipment (e.g., power cleaning equipment, mowers, string trimmers, or light fleet such as utility terrain vehicles).

Knowledge, Skills, and Abilities

Knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of all assigned areas of facilities and grounds maintenance, as well as the laws, principles, and practices as they are related to implementation within the agency.

Knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the agency's policies, procedures, rules, and regulations in the performance of duties.

Knowledge of and the ability to demonstrate successful operation and use of designated facilities and grounds maintenance equipment, parts, tools, supplies, and associated software systems in the performance of duties.

Knowledge of and the ability to demonstrate successful use of computer equipment and associated software/databases in the performance of duties.

Knowledge of and the ability to demonstrate understanding and successful use of the principles and practices of project management techniques in the performance of duties.

Possess and demonstrate successful communication skills in English via all modes of communication.

Possess and demonstrate successful management and prioritization of work within predetermined deadlines and stressful/adverse situations.

Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people, as well as work hours as assigned.



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Ability to lift, move, and/or carry 50 pounds.

Ability to work long hours while standing.

Ability to work outdoors and in inclement weather.

Ability to position self and equipment necessary to perform duties.

Ability to demonstrate successful performance in the comprehensive analysis and problem solving, as well as preventative maintenance, of facilities and grounds.

Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.

Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

No education or experience is required.

Must be a United States Citizen, a permanent resident, or a legal resident of a country participating in the Visa Waiver Program (VWP).

Requirements that may apply and are dependent on assigned areas of responsibility:

- ❖ Must possess or obtain and maintain a valid Driver's License.
- ❖ Must be at least eighteen years old at the time of appointment.



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- ❖ Must provide a DNA sample to be used only for forensic identification as required at the time of appointment and must be able to pass a polygraph examination after conditional offer of employment if assigned to a Missouri State Highway Patrol Crime Laboratory

Necessary Special Requirements

Documented successful completion of at least 26 hours of professional skill development and leadership training each calendar year.

Pay grade: 13

FLSA Status: Non-Exempt

Work Schedule: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.

Effective: 07/01/2024

Reviewed: 07/01/2024

Revised: --